

# ***JOB ANNOUNCEMENT***

**POSITION:** Accounting Technician II  
**HIRING RANGE:** 28-36/\$10.39 to \$12.91  
\*salary range changes, effective July 1: \$10.76 to \$13.36  
**LOCATION:** Administrative Office of the Courts - SLC  
**TYPE OF POSITION:** Full-time position, with benefits  
**CLOSING DATE:** **June 8, 2007 at 5:00 p.m.**

**SEND APPLICATIONS TO:** Human Resources  
450 S. State Street  
PO Box 140241  
Salt Lake City, UT 84114  
801-578-3890 (phone)  
801-238-7814 (fax)

**DUTIES:** Under supervision of the Senior Budget and Accounting Officer, performs technical bookkeeping and accounting duties including:

- Assembles, tabulates, balances, summarizes, and posts fiscal data; performs involved mathematical calculations; audits documents for proper revenue and expenditure classification.
- Codes data for ledgers or computer according to prescribed accounting procedures; posts and maintains journals and ledgers, or posts information into the computer.
- Scans and attaches supporting documentation to payables entered into FINET.
- Reviews travel reimbursement request documentation for compliance with Court accounting manual policy and procedures.
- Explains financial and accounting procedures to other employees and the public.
- Performs document maintenance required to process payables through FINET (obtain vendor numbers, code payables, etc.).
- Serves as back-up for Revenue and Budget Accounting Technicians.
- Fulfilling other related duties as assigned.

**REQUIRED QUALIFICATIONS:** Two years of college level course work in bookkeeping and accounting plus two years of bookkeeping or accounting work experience, or an equivalent combination of education and experience. Must be bondable. Basic keyboarding and computer skills also required. Preference will be given to applicants who have knowledge of the court system or computer knowledge as it relates to the court system.

**APPLICATION PROCEDURE:** Applications may be obtained from Human Resources at the Administrative Office of the Courts; 450 S. State St., SLC, phone (801) 578-3890, the Dept. of Workforce Services, or from our website at [www.utcourts.gov](http://www.utcourts.gov).